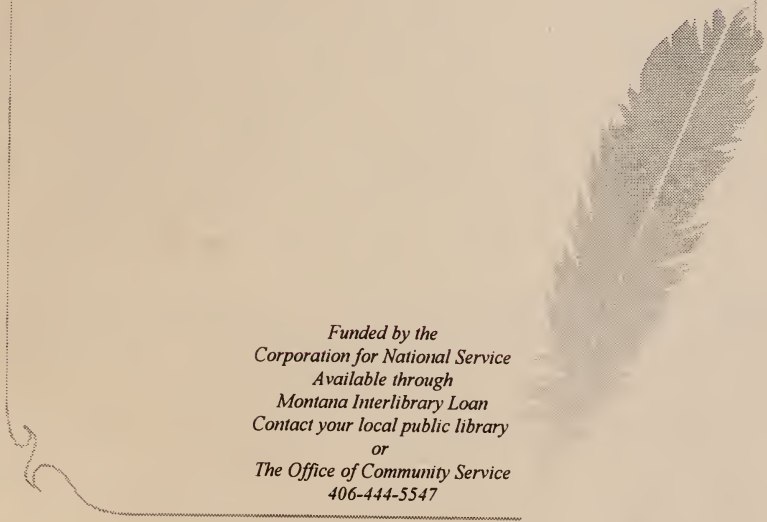
Montana Volunteer Resource Library

Bibliography as compiled by the
Governor's Office of Community Service
November 1995



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Montana Volunteer Resource Library

The Montana Volunteer Resource Library was created in 1995 by the Governor's Office of Community Service in conjunction with the Montana State Library. The purpose of this library is to provide all Montanans access to reference materials covering all areas of volunteerism and to promote the ethic of volunteerism in Montana. The funding for this project was provided through a grant from the Corporation for National Service.

The materials in the Montana Volunteer Resource Library range from such diverse topics as managing volunteers, to developing an efficient nonprofit board of directors, to step-by-step grant writing. These materials in audio, video, and book form are available to Montanans across the state through the Montana Interlibrary Loan Program.

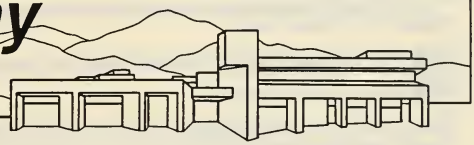
To access the materials in this bibliography through Interlibrary Loan, contact your local library. Let your librarian know about this program, and they will be able to assist you in receiving the titles you choose from the Montana State Library. If the book you request is being used, you will have to submit a request following its due date. If you have any questions about the Interlibrary Loan procedure, call the Reference Desk at the Montana State Library at 406-444-3004.

We would appreciate your input about the Montana Volunteer Resource Library. If you have any suggestions of new titles or other comments, please call the Montana Office of Community Service at 406-444-5547.

Many thanks to those who dedicated their time and support to the completion of this project: Moira Ambrose, Tammy Cahill, Diana Halverson, Christopher Highfield, and Darlene Staffeldt.

MONTANA STATE LIBRARY

Bibliography Series



MONTANA VOLUNTEER RESOURCE LIBRARY

101 Ways to Raise Resources — 361.7068 VINEYAR
Vineyard, Sue and McCurley, Steve c1987 63p.
*A compilation of hundreds of ideas on new ways to raise resources.

101 Ideas for Volunteer Programs — 361.37 MCCURLE
McCurley, Steve c1986 72p.
*A book of lists presenting useful and effective ways to plan and administer volunteer programs.

101 Tips for Volunteer Recruitment — 361.37 MCCURLE
McCurley, Steve c1988 69p.
*A book of tips covering all aspects of recruiting volunteers, from planning general recruitment to recruiting seniors and youths.

Academic Centers and Programs Focusing on the Study of Philanthropy, Voluntarism and Not- for -Profit Activity: A Progress Report — 361.73 CROWDER
Crowder, Nancy L. 1993 84p.
*This publication highlights existing and newly established centers and international programs focusing on the study of philanthropy voluntarism, and not-for-profit initiative.

Advocacy Is Sometimes an Agency s Best Service: Opportunities and Limits Within Federal Law — 324.4 SMUCKER
Brandt, Sanford F. c1984 32p.
*This pamphlet presents an overview of two different sets of requirements established by different branches of the federal government regarding lobbying by nonprofit organizations.

Aiming High on a Small Budget: Executive Searches and the Non-Profit Sector — 361.7 INDEPEN
Independent Sector c1986 40p.
*A series of helpful articles serving as a resource to aid both individuals and organizations involved in or planning executive searches.

Am I Covered For--?: A Guide to Insurance for Nonprofit Organizations — 346.7306 LAI
Lai, Mary L., Chapman, Terry S., Steinbock, Elmer L.
*A comprehensive guide to insuring your nonprofit organization designed to assist you in setting up a prudent insurance plan for your nonprofit social service organization.

America s Voluntary Spirit: A Book of Readings — 361.7 AMERICA
Ed. O'Connell, Brian c1983 461p.
*This book brings together 45 selections which analyze and celebrate the sector's strengths and variety.

Applied Strategic Planning: the Consultant's Kit. — 658.4012 NOLAN
Nolan, Timothy M. Handbooks, Manuals

Aristocracy of Everyone: the Politics of Education and the Future of America — 370.973 BARBER
Barber, Benjamin R. c1992 307p.

At the Heart: The New Volunteer Challenge to Community Agencies — 361 SILVER
Silver, Nora c1988 178p.
*A practical step-by-step process for entering a nonprofit organization and assessing its volunteer program - designed for Volunteer Centers.

Basic Facts on Volunteer Centers: What They Do and How They Do It: A Report on the Volunteer Center Survey. — 361.37 UNITED
United Way of America C1988 20p.

Basic Volunteer Management: Building a Bridge from Dream to Reality. — 361.37 BASIC
Vineyard, Sue [(One Videocassette (75 Min.)]
*Provides information on planning, organizing and all aspects of administering a volunteer program.

Basic Volunteer Management: Building a Bridge from Dream to Reality. — 361.37 BASIC
Vineyard, Sue (Notebook Accompanying Videocassette) c1989

Beyond Strategic Planning: How to Involve Nonprofit Boards in Growth and Change — 658.422 EADIE
Eadie, Douglas C. c1993 23p.
*Many nonprofit organizations have found strategic planning unproductive. This title presents a plan prepared to ensure each issue is fully developed and addressed.

Big Gifts: How to Maximize Gifts from Individuals With or Without a Capital Campaign. — 361.70681 WILLIAM
Williams, M. Jane c1991 330p.
*A step-by-step guide for interacting with major donor prospects as well as guidelines for fund raising campaigns and sample charts, campaign brochures, reports, etc...

Black Tie Optional: The Ultimate Guide to Planning and Producing Special Events. — 361.70681 FREEDMA
Freedman, Harry A. Et Al. c1991 247p.
*Tips to help plan and produce a special event such as reaching and booking celebrities, publicity, organizing committees and much more. Includes checklists and worksheets.

Board Manual Workbook: Designed for the Course in Boardmanship at D Youville College, Buffalo, N.Y. — 658.402 STRINGE
Stringer, Ge et Al. c1982 35p.
*Helps the user assess board strengths and strengthen organizational structure.

Board Member's Book: Making a Difference in Voluntary Organizations. — 361.7068 O CONNEL
O'Connell, Brian C1993 198p.
*This shows how an effective voluntary board can transform an organization's impact. Topics include roles and responsibilities of the board, volunteers and staff; recruiting, encouraging, and evaluating the executive director; making the most of meetings; and more.

1995 Board Member Manual: Nonprofit Edition — 361.706 BOARD M
Ed. Elliot, Chuck 56p.
*Designed to teach board members what they should - and shouldn't - do as they serve an organization.

Boardroom Verities: A Celebration of Trusteeship With Some Guides and Techniques to Govern By — 658.422 PANAS
Panas, Jerold c1991 238p.
*Provides essential guidelines to having a healthy board and effective trustees.

Body and Soul — 338.4766 RODDICK
Roddick, Anita c1991 256p.
*Autobiography, career and personal life: the ethic of social consciousness by which she has built and continues to operate *The Body Shop.*

Budgeting and Financial Accountability. — 361.7 OCONNEL
O'Connell, Brian c1988 15p.
*This guide presents standards which will enable voluntary health and welfare organizations to report their income and expenditures uniformly and in terms the contributing public can understand.

Building Board Diversity — 361.7 RUTLEDG
Rutledge, Jennifer M. c1994 52p.
*This title focuses on basic board practices that are essential to successful identification, recruitment, and orientation of board members.

Building Bridges: Community Development Corporations and the World of Employment Training. A Report to the Ford Foundation. — 331.2592 HARRISO
Harrison, Bennett et Al
*Findings and analyes describing Community Development Corporations and their ability to design programs, force gatekeepers to pay attention, and building bridges to powerful mainstream institutions.

Building Community — 307 GARDNER
Gardner, John William c1991 31p.
*Examines the reasons for the current breakdown of community cohesiveness.

Building Effective Volunteer Committees — 361.37 MACDUFF
Macduff, Nancy c1986 82p.
*Presents an excellent ten step process to building committee strength and effectiveness.

Building Resiliency: What Works!: A Community Guide to Preventing Alcohol and Other Drug Abuse Through Positive Youth Development. — 326.29 BUILDIN
National Assembly c1994 93p.
*Written for individuals working with youth at the community level.

Building Staff/Volunteer Relations — 361.3706 SCHEIER
Scheier, Ivan H. c1993 70p.
A creative and practical book dealing with staff/volunteer relations. Includes a step-by-step process for analyzing tasks and work preferences for both paid and unpaid staff and suggests how to avoid the pitfalls of blurry lines of responsibility.

By The People: A History of Americans as Volunteers — 302.14 ELLIS
Ellis, Susan J., Noyes, Katherine H. c1990 432p.
*This book demonstrates how volunteers have pioneered community action and social change through three centuries of American life.

Campus Compact/Campus Partners in Learning: Resource Manual for Campus Based Youth Mentoring Programs — 371.9 CAMPUS
Campus Compact c1991
*This manual provides resources and guidelines for campus community service organizations interested in establishing mentoring programs or adding a mentoring component to existing youth-service programs.

Changing the Paradigm Kit — 361.8 CHANGI
Points of Light Foundation [One Videocassette (12 Min.) Guide and Booklets] c1993
*Guides volunteer leadership, paid staff, clients/customers and suppliers of volunteers toward a more effective use of volunteer resources. Discusses increasing the impact of volunteer services.

Child Abuse Prevention Primer For Your Organization — 364.4 PATTERS
Patterson, John with Tremper, Charles and Rypkema, Pam 1995 87p.
*A workable and easy-to-use approach for developing policies and procedures to protect children.

Children as Volunteers: Preparing for Community Service — 361.37 ELLIS
Ellis, Susan J.; Weisbord, Anne; Noyes, Katherine H. c1991 67p.
This book focuses on how to adapt volunteer management principles to work effectively with children as volunteers.

Collaboration Handbook: Creating, Sustaining and Enjoying the Journey — 658.402 WINER
Winer, Michael et Al. C1994 178p.
*Nationwide, nonprofit organizations are turning to collaboration to stretch their dollars and accomplish more than they could working alone.

Communications: A Positive Message from You — 651.45 SEITA
Seita, Trudy R. c1989 32p.
*Putting your best face forward by getting your message across. Understand how to send, receive and monitor written and spoken words.

Community Collaboration Manual — 307.14 COMMUNI
National Assembly c1991 76p.
*Walk the reader through the process of collaborating maintaining and working with youth involving business and media.

Community of the Book: A Directory of Organizations and Programs. — 002.0607 WILLIAM
Williams, Murvene c1993 150p.

Community Service as Values Education — 378.1981 COMMUNI
Delve, Cecilia I. Et Al. c1990 130p.

Complete Book of Model Fund-Raising Letters. — 361.7 KUNIHOL
Kuniholm, Roland C1995 378p.
*A collection of over 350 sample letters and models proven successful to generate higher donations for any non-profit organization. Includes tips on asking for the right gift amount, structure your fund-raising requests, and producing cost-effective mailings and more.

Conducting a Successful Capital Campaign: Comprehensive Fundraising Guide for Non-Profit Organizations — 658.1522 DOVE
Dove, Kent E. C1988 292p.
*Guidelines for managing a capital campaign in any nonprofit organization - includes specific fundraising techniques.

Conducting Good Meetings — 361.7068 OCONNEL
O'Connell, Brian c1988 17p.
*A pamphlet containing pointers on how to conduct good meetings.

Connections Kit — 362.29 COMMUNI KIT
US Department of Education c1993 (4 booklets, activity worksheets, 2 posters, 2 video cassettes, & one sound cassette relating to children of alcoholics)
*A compilation of materials designed to build resiliency against alcohol and other drug problems among children.

Constructive Conflict — 158.26 YARBROU
Yarbrough, Elaine, Ph.D. c1988 30p.
*Describes how to make conflict work for, not against you. Uncovering real issues,making peace, good agreements, responses.

Consultant's Kit: Establishing and Operation Your Successful Consulting Business. — 658.46 LANT
Lant, Jeffrey L. c1991 206p.

Corps Design: A Training Resource Specifically Devoted To The Success of AmeriCorps Programs — 378.3 WALDMAN
Meier, Kelly S. and Stafford, Jeffrey S. DynaTEAM Consulting c1995 59p.
*Designed to be used by Coordinators, Crew Leaders, or Members of AmeriCorps Programs as a training source. Includes exercises, handouts, and is organized by levels to indicate the exercise most appropriate for your Corps.

Corporate Volunteer Programs: Benefits to Business — 302.14 WILD
Wild, Cathleen C1993 37p. The Conference Board and The Points of Light Foundation
*Essential to any business developing or improving its employee volunteer program or to a nonprofit seeking volunteers from the corporate sector.

Credibility: How Leaders Gain and Lose It, Why People Demand It. — 658.409 KOUZES
Kouzes, James M. Et Al. C1993 332p.
*Points out the necessity of credibility for building personal and organizational success and for fostering trust within work, family and community.

Criminal History Record Checks: A Report for Nonprofit — 345.05 ABACEN
ABA Center on Children and the Law, American Bar Association.
The National Assembly c1991 64p.
*An indispensable guide to the laws and regulations covering background checks and criminal checks on individuals working with children.

Curing Terminal Niceness: Building Healthy Volunteer/Staff Relations. — 361.068 MACKENZ
Mackenzie, Marilyn c1990 32p.
*Offers practical tips on making partnerships happen in your agency. - Includes checklists and worksheets.

CVC Connection: A Resource Directory of Corporate Volunteer Councils — R 361.7 CVC
The Points of Light Foundation c1994 24p.
*This resource directory provides corporate Volunteer Council contact information and outlines the core area of CVC development.

Dealing with Difficult Volunteers — 302.14 MACKENZ
Mackenzie, Marilyn c1990 23p.
*Analyzes the types and causes of difficult volunteers and offers practical advice on both avoiding and dealing with problem volunteers. Contains a section on firing volunteers.

Delegating for Results: An Action Plan for Success. — 658.4 MADDUX
Maddux, Robert B. c1990 71p.
*Designed to help supervisors and managers recognize and apply basic delegations skills.

Describing Service-Learning: A Delphi Study — 370.1931 SHUMER
Shumer, Robert July 1993
*This manual presents the school-based service-learning typology based on the Delphi process to understand this phenomenon. A short discussion is included about each form highlighting the salient comments submitted by the panel of scholars.

Designing Programs for the Volunteer Sector — 361.2 MACDUFF
Macduff, Nancy c1989 24p.
*This book outlines the process and provides a system for organizing planning in the volunteer community.

Developing a Community Profile: A Handbook for Using Pre-Existing Data In Prevention Planning — 362.2917 GABRIEL
Gabriel, Roy M. (Northwest Regional Educational Laboratory) 1993
*Designed for those building a broadly-based community alcohol and drug abuse prevention program. Provides information, guidelines and a systematic framework to help you community evaluate existing data.

Developing a Corporate Volunteer Program: Guidelines for Success — 361.37 POINTS 1993
The Points of Light Foundation c1993 26p.
*Designed to assist the corporate volunteer program manager in developing a corporate volunteer program which will make community service and volunteering part of the company s business operations.

Developing and Strengthening a Corporate Volunteer Council: Guidelines for Success — 361.37 POINTS
The Points of Light Foundation c1992 55p.
*Helping corporate members to strengthen their own employee volunteer programs while helping to address community needs.

Developing Dynamic Boards: a Proactive Approach to Building Nonprofit Boards of Directors — 658.422 HARDY
Hardy, James M. C1990 194p.
*Provides a clear approach to the building of a board of directors. Includes examples, forms, charts, checklists and designs.

Directory of Financial Aids for Minorities 1995-1997 — R 001.44 DIRECTO
Schlachter, Gail Ann
*Up-to-date and comprehensive information available in a single source about the special resources set aside for women.

Directory of Financial Aids for Women — R 001.44 SCHLACH
Schlachter, Gail Ann
*Up-to-date and comprehensive information available in a single source about the special resources set aside for women.

Doing Self-Directed Study for Service-Learning. — 361.37 SHUMER
Shumar, Robert, and Berkas, Thomas H. Sept. 1992
*This program is designed to introduce practitioners to the evaluation process to improve the practice of service-learning.

Drucker Foundation Self-Assessment Tool for Nonprofit Organizations — 658.048 DRUCKER
The Peter F. Drucker Foundation for Nonprofit Management c1993 34p., 61p.
*This set of easy to follow guidelines help group facilitators choose participants, promote discussion and assist any group to get the most out of organizational self-assessment.

Editing Your Newsletter: How To Produce an Effective Publication Using Traditional Tools and Computers — 070.41 BEACH
Beach, Mark - 3rd Edition c1988 169p.
*This guide describes the many skills you need to produce a newsletter that achieves all of its objectives.

Effective Leadership in Voluntary Organizations: How to Make the Greatest Use of Citizen Service and Influence. — 361 OCONNEL
O'Connell, Brian c1981 202p.
*A guide for leaders in volunteer organizations. It suggests how to get started, fund raising, the role of the organization president, evaluation, distinction of staff and volunteer roles, involvement of minorities, and the changing of new directions.

Enterprise (For-Profit) Endeavors — 658.048 SOCIETY
The Society for Nonprofit Organizations Leadership Series c1993 124p.
*More and more nonprofit are turning to for-profit endeavors to generate revenue and fulfill their services.

Essential Volunteer Management — 361.37 MCCURLE
McCurley, Steve and Lynch, Rick c1989 136p.
*This book is helpful to those in the process of developing or improving a volunteer program.

Ethics and the Nation's Voluntary and Philanthropic Community: Obedience to the Unenforceable: a Statement — 361.70973 ETHICS
Independent Sector c1991 188p.
*The *Independent Sector's* response to unethical conduct which provides guidance on what voluntary and philanthropic organizations should stand for and act upon in in relation to ethics and values.

Evaluating Results — 361.7068 OCONNEL
O'Connell, Brian c1988 27p.
*Number 9 of the Nonprofit Management Series provides evaluation basics which includes checklists and methods to measure your objectives.

Evaluating Volunteers, Programs and Events — 361.37068 VINEYAR
Vineyard, Susan c1988 19p.
*This book helps program leaders evaluate people, events and efforts.

Everyday Ethics - Key Ethical Questions for Grantmakers and Grantseekers — 361.70973 LEADERS
Edited by Gray, Sandra T. c1993 20p.
*This workbook provides a series of key questions that can serve as a centerpiece for reflecting on the ethical behavior of your organization.

Family Matters — 361.8 POINTS VIDEO
The Points of Light Foundation (11 min. video)

Finding, Developing and Rewarding Good Board Members — 361.70681 OCONNEL
O'Connell, Brian Nonprofit Management Series 2 C1988 17p.
*This pamphlet gives a brief overview on finding, developing, and rewarding good board members.

Five Most Important Questions You Will Ever Ask about Your Nonprofit Organization: Participant's Workbook. — 658.048 DRUCKER
Drucker, Peter F. C1993 61p.
*A self-assessment workbook based on simple but powerful questions. The five questions are 1)what is our business(mission); 2)who is our customer; 3)what does the customer consider value; 4)what have been our results; and 5)what is our plan?

Flip Art: A Practical Guide to Graphically Improve Your Flipchart Presentations — 001.4226 SHELLEN
Shellenberger, Steve and Waechter, Susan c1994 74p.
*This book focuses on creating fun, interesting, colorful flipcharts for more enjoyable and effective oral and written presentations.

For Voluntary Organizations in Trouble or Don't Want to Be — 658.048 OCONNEL
O'Connell, Brian April 1993 13p. booklet
*This pamphlet is written to assist organizations which are in trouble, or don't want to be, and to try to give a boost to all those which aspire to be the best. Mentions others resource materials available for additional guidance.

Fostering Resiliency in Kids: Protective Factors in The Family, School, and Community: The Workshop — 155.4182 BENARD
Benard, Bonnie August 1991 (the manual), June 1992 (the workbook)
*This manual discusses the major protective factors that research has identified as contributing to the development of resiliency in youth and the implications of this for building effective prevention programs. (August 1991)
*This workshop is an extension of research from August 1991 which looks at research on resiliency and protective factors. Contains materials to offer the workshop.

Foundation Center's User-Friendly Guide: Grantseeker's Guide to Resources — 001.44 FOUNDAT
Ed. Collins, Sarah and Dion, Charlotte c1994 39p.
*Designed for novice grantseekers, it explains the jargon of the field of fundraising and leads the reader through various research guides.

Fullfilling the Public Trust: Ten Ways to Help Nonprofit Boards Maintain Accountability — 658.048 BELL
Bell, Peter D. 1993 20p.
*Assists members of nonprofit boards in fulfilling their roles of public trust and accountability. Offers guidelines for reflection and action that are applicable to nonprofit boards.

Fund Raising — 361.7068 OCONNEL
O Connell, Brian c1988 Nonprofit Management Series 7
*This pamphlet contains fund raising advice - starting with the responsiblities of the board.

Fundraising: Hands-on Tactics for Nonprofit Groups — 658.1522 EDLES
Edles, L. Peter C1993 288p.
*A practical step-by-step guide that approaches fundraising as a down-in-the-trenches, sales oriented business, not as a lofty social service undertaking.

Future of the Nonprofit Sector: Challenges, Changes, and Policy Considerations — 338.74 HODGKIN
Hodgkinson, Virginia A.; Lyman, Richard W.; associates c1989 507p.
*Addresses vital questions revealing how the complex and dramatic changes occurring today will affect the future of the nonprofit sector.

Getting Things Done — 355.2236 AMERICO
Corporation gor National Service, AmeriCorps Orientation Video (7:34 minutes)
*First orientation video for the 1994 AmeriCorps class.

Give Five. Getting Involved — 307 GARDNER
Gardner, John William (folder with inserts)
*Folder containing information on the Independent Sector's "give five" campaign intended to increase giving and volunteering to charitable and community causes.

Giving and Volunteering in the United States: Findings from a National Survey — 361.7097 GIVING
Independent Sector C1994 (Periodical, Biennial)
*Reports on findings of the fourth in a series of biennial surveys on giving and volunteering in the United States. The purpose of this study is to provide accurate trend data about the patterns of and the motivations for giving and volunteering in the United States.

Giving USA: A Compilation of Facts and Trends on American Philanthropy — 001.44 GIVING 1994
Aafrc (Periodical Annual Form 1956)

Going-going-gone: Successful Auctions for Non-profit Institutions — 658.84 CONNELL
Connelly, Anne et Al. c1993 208p.

Golden Opportunities: A Volunteer Guide For Americans Over 50 — 361.3708 CARROLL
Carroll, Andrew c1994 362p.
*Contains information on volunteer opportunities and profiles individuals who have changed their lives and others' through volunteering. Includes lists of organizations to contact to volunteer.

Golf Tournament Management Manual — 361.70681 PLESSNE
Plessner, Gerald M.
*This manual is designed as a fund raising tool for all fund raising events, not just on setting up golf tournaments - includes sample newsletters, daily formats, sample budgets, promotional guides, and much more.

Grants Management Kit — 001.44 FERGUSO
Ferguson, Jacqueline 1993 (Loose Leaf)
*Forms, charts, outlines, checklists, tips, and strategies that make the grant process more organized and efficient.

Grass Roots Fundraising Book — 361.7068 FLANAGA
Flanagan, Joan c1982 344p.
*This manual includes the mechanics of raising money and resource information on sources in each state in the country.

Grassroots Organizations: A Resource Book for Directors, Staff and Volunteers of Small, Community-Based Nonprofit Agencies — 361.7 CLIFTON
Clifton, Robert L. and Dahms, Alan M. c1993 242p.
*Offers information on fundraising, organizational structures, and ethical practices.

Group Member's Handbook: Strategies for Great Groups, Meaningful Meetings,Resounding Results — 361 MACKENZ
Mackenzie, Marilyn c1993 192p.
*Provides pointers, observation, worksheets, forms and examples on making meetings successful.

Growing from Good to Great: Positioning Your Fund-Raising Efforts for Big Gains. — 361.73 NICHOLS
Nichols, Judith E. c1995 210p.

Guidebook For Directors of Nonprofit Corporations — 658.422 GUIDE
Ed. Overton, George W. (ABA Nonprofit Risk Management Center) c1993 118p.
Explains board's legal responsibilities and suggests how to conduct board business in conformity with the law.

Happiness is Caring and Sharing: Leader's Guide — 361.37 HAPPINE
United Way of America c1990 32p.
*This guide is written to help children learn about neighborhood, community and world needs and how they can make a difference through hands-on involvement in a group volunteer project.

Healing Power of Doing Good: the Health and Spiritual Benefits of Helping Others — 158.3 LUKS
Luks, Allan c1992 330p.

Heroes After Hours: Extraordinary Acts of Employee Volunteerism — 361.3709 FORWARD
Forward, David C. c1994 263p.
*Describes the efforts of "everyday" employees to make a difference in their community, their cities, and their world.

Hospital Volunteer: A Part of the Team
(One Videocassette)
*A 14 minute orientation video to introduce the new volunteer to the hospital environment.

How to Assess Your Non Profit Organization with Peter Drucker's Five Most Important Questions: User Guide for Boards, Staff, Volunteers and Facilitators. — 658.048 DRUCKER
34p.
*However you use Peter Drucker's process: constructive dissent allows the group to deal with differences that keep them from acting together for the benefit of the organization.

How to Do Leaflets, Newsletters and Newspapers — 070.5 BRIGHAM
Brigham, Nancy c1991 176p.
*This book is filled with new ideas and ways to polish up your writing techniques.

How to Manage Conflicts of Interest: A Guide for Nonprofit Boards. — 361.7 KURTZ
Kurtz, Donald c1995 16p.
*This booklet explains the legal context of conflict of interest, offers many examples of potential conflicts, and suggests guidelines for avoiding them.

How to Recruit Great Board Members: A Guide for Nonprofit Agencies. — 658.048 DODSON
Dodson, Dorian c1993 132p.
*Information board recruiters need to identify and persuade excellent prospects to sit on their boards.

How to Take Care of You ... So You Can Take Care of Others — 155.9042 VINEYAR
Vineyard, Sue c1987 149p.
*This book includes dealing with change, coping with stress and gaining balance in life.

How to Write Successful Fundraising Letters — 361.7068 WARRICK
Warwick, Mal. c 1994 251p.
*A comprehensive look at writing fundraising letters. Includes examples, illustrations, and case studies on how to secure gifts.

Improving Public Policy: States and Grantmakers Working Together — 336.73 CAVICCH
Cavicchio, Carolyn; Riggan, John; and Cook, Lauren c1992

Instructor s Guide: Companion to the Board Manual Workbook — 658.422 STRINGE
Stringer, G.E. et al.
*Provides activities and exercises to help create effective board members.

Keep the Money Coming: A Step-by-Step Strategic Guide to Annual Fundraising — 658.1522 GRAHAM
Graham, Christine c1992 127p.
*Offers the basic skills for annual fundraising, with an emphasis on strategy and capacity-building. Includes charts, checklists, and guidelines to simplify the process.

Lead!: How Public and Nonprofit Managers Can Bring Out the Best in Themselves and in Their Organization — 658.409 LYNCH
Lynch, Richard c1993 213p.
*Show managers how to become leaders, design position descriptions, streamline organizational structure, retain employees, and create a positive work environment.

Leaders: The Strategies for Taking Charge — 658.409 BENNIS
Bennis, Warren and Nanus, Burt c1985 244p.
*Identifies the essential qualities of leadership anyone can practice.

Leadership and Management of Volunteer Programs: a Guide for Volunteer Administrators — 361.3706 FISHER
Fisher, James C. et al. c1993 208p.
*Each chapter provides practical guidance regarding a specific area of volunteer administration. A tool for new volunteer administrators or those reviewing their own professional development.

Leadership Is: A Vision of Evaluation — 658.048 LEADERS
Independent Sector, Edited by Sandra T. Gray c1993 52p. plus appendices
*A holistic approach based on what the Independent Sector has learned on evaluation.

Leadership Is: Everyday Ethics: Key Ethical Questions for Grantmakers and Grantseekers. — 361.70973 LEADERS
Independent Sector, Edited by Sandra T. Gray c1993 20p.
*This workbook acts as a companion to Ethics and The Nation's Voluntary Philanthropic Community. It contains a series of key questions which can serve as a centerpiece for reflecting on the ethical behavior and practices of an organization.

Leadership Skills: Developing Volunteers for Organizational Success. — 361.37 MORRISO
Morrison, Emily K. C1994 223p.
*This complete handbook is designed for volunteers and their leaders. The reader will learn to achieve goals and inspire productive work by volunteers.

Leadership Skills for the New Age of Non Profits: Keeping Volunteers Happy in a Changing World — 658.4 SEITA
Seita, Trudy c1990 136p.
*Includes information on developing a team approach; preparing staff; internal advocacy, recognition, evaluation and many other topics.

Legal Barriers To Volunteer Service: A Community Service Brief Form the NonProfit Risk Management Center — 361.37026 TUFT
Tuft, Suzanne, et al. c1994 25p.
*This deals with many aspects of the legal end of Volunteer Service such as wage and hour laws, construction, maintenance, repair, union rules, etc...

Legal Obligation of Nonprofit Boards: A Guidebook for Board Members — 658.44 LEIFER
Leifer, Jacqueline
*This guidebook provides nonprofit board members a basic understanding of the rules and legal concepts, their relevance to nonprofit governance, and consequences of noncompliance.

Making Things Happen: How To Be an Effective Volunteer — 361.37 WOLFE
Wolfe, Joan c1991 226p.
Offers common-sense advice and hands-on directions about working with volunteers.

Managing Change: A Guide To Producing Innovation From Within — 9676.52979 HALE
Ed. Hale, Sandra J. and Williams, Mary M. c1989 181p.

Managing Disagreement Constructively — 658.4 KINDLER
Kindler, Herbert S. C1988 87p.
*This tested program teaches readers how to reduce stress and tension, how to manage disagreements before they escalate into conflict.

Managing Legal Liability and Insurance for Corporate Volunteer Programs — 361.37068 TREMPER
Tremper, Charles c1992 30p.
*Clarifies the liability risks of corporate volunteer programs and suggests strategies for controlling risks.

Managing Nonprofit Organizations in the 21st Century — 658.048 GELATT
Gelatt, James P. c1992 238p.
*Developed around five principles of nonprofit management: mission, leadership, management, professionalism, and financial stability.

Marketing Magic for Volunteer Programs — 361.37 VINYARD
Vineyard, Sue c1984 151p.
*Written in easy-to-follow steps to get what and whom you need by marketing.

Megatrends & Volunteerism — 361.7 VINEYAR
Vineyard, Sue c1993 222p.
*Identifies trends, challenges, dangers and opportunities and offers guidance for response and action in the volunteer community.

Mission-Based Management: Leading Your Not-For-Profit into the 21st Century. — 658.048 BRINCKE
Brinckerhoff, Peter C. c1994 258p.
*A guide designed for leaders of nonprofits - learn the characteristics to success, basic tenets to managing staff, policy controls, the big mistakes not to make, and more.

Motivating Volunteers: How the Rewards of Unpaid Work Can Meet People's Needs. — 361.37 MOTIVAT
Moore, Larry Ed. c1985 264p.
*A comprehensive look at what prompts a volunteer to get involved and at how an agency can make that investment of time a profitable and rewarding one.

National Youth Service: Answer the Call - A Resource Guide — UNPROCES SED
Youth Service America c1994 201p.
*This resource guide provides a list of national resources and programs, as well as examples, to create or improve youth service programs across the country.

Natural Allies: Women's Associations in American History — 305.406 SCOTT
Scott, Anne Firor c1991 242p.
*This book describes the history, progressions, and philosophies of women s organizations.

New Directions for Program Evaluation — 613.62 BRAVERM
A Publication of the American Evaluation Association c1989 119p.

New Directions for Teaching and Learning — 378.12 HUTCHIN
(Periodical, Quarterly - Each Issue Also Has a Distinctive Title)
*A quarterly periodical - topics vary from issue to issue.

New Tradition: Employee Volunteering in Japanese-Affiliated Companies — UNPROCESSED
The Points of Light Foundation c1994 28p.
*This report presents the results of research examining the practice of employee volunteerism adapted by Japanese companies in the United States.

Nonprofit News Coverage - A Guide For Journalists — UNPROCESSED
Morris, Burnis Reginald c1993 53p.
*A journalist's companion that provides an overview of the nonprofit sector, methodology for coverage, and story suggestions.

Nonprofit Sector in the Global Community: Voices from Many Nations. — 658.74 MCCARTH
McCarthy, Kathleen D. Et Al. c1992 520p.
*Represents a first step toward understanding the role of nonprofit organizations in the context of an emerging global society.

Not-for-profit CEO: a Survivor's Manual. — 658.048 WRIGHT
Wright, George B. c1992 138p.
*Presents key elements for success: building, recruiting, budget management and successful relations with other community organizations, planning for the future.

Older Volunteers: A Guide to Research and Practice — 302.14 FISCHER
Fischer, Lucy Rose and Schaffer, Kay Banister c1993 251p.
*A guide based on research of older volunteers and volunteer programs which provides information on recruiting, managing, and retaining volunteers.

On Leadership — 303.34 GARDNER
Gardner, John W. C1990 220p.
*This book reaches beyond the traditional cries for leadership "charisma" to focus on the elements of motivation, shared values, social cohesion and institutional renewal.

Operating Effective Committees — 361.7068 OCONNEL
O'Connell, Brian, Nonprofit Management Series 3 c1988 17p.
*Discusses how to operate effective committees and provides tips on who should head committees and what kind and how many committees are most effective in getting things done.

Organizing Outdoor Volunteers — 333.7206 MOORE
Moore, Roger L. et al c1992 111p.
*The Appalachian Mountains Club program for environmental groups interested in developing local efforts to build trails, greenways, and protect land and water.

Organizing Special Events and Conferences: A Practical Guide for Busy Volunteers and Staff — 658.456 DEVNEY
Devney, Darcy Campion c1990 129p.
*Step-by-step instructions, checklists, schedules and much more on organizing special events.

People Power: Service, Advocacy, Empowerment: Selected Writings of Brian O'Connell — 361.37 OCONNEL
O'Connell, Brian C1994 241p.
*Includes over 25 essays ranging from keen analyses of the role of voluntarism in American life, to sound advice for nonprofit management, to strengthening the nonprofit sector of the future.

Planning It Safe: How to Control Liability and Risk in Volunteer Programs — 361.37026 PLANNIN
MN Office on Volunteer Services c1992 112p.
*Concrete suggestions, clear definitions, and a preventive approach to managing legal risk and liability.

Portrait of the Independent Sector: the Activities and Finances of Charitable Organizations — 316.7 PORTRAI
Independent Sector c1993 97p.
*Provides unique information on the size of charitable organizations by type of charity; board of trustees; volunteers; and includes information on sources of revenue, expenses, and assets. Includes recommendations for changes to IRS 990 form.

Power and Potential of Youth in Service to Communities — 361.3708 POWER
Minnesota Office on Volunteer Services c1993 96p.
*How to involve youth in meaningful service to their community through organizations.

Power and Potential of Youth in Service to Communities- Material for Trainers — 361.3708 POWER TRNG
Minnesota Office on Volunteer Services c1993 157p.
*Designed for trainers who want to augment their own presentations and training activities.

Principles of Excellence in Community Service: A Message to America's Business Leaders — UNPROCES SED
The Points of Light Foundation c1992 8p.
*Gain commitment from your CEO and senior management to employee volunteer programs by giving this publication written especially for them.

Principles of Excellence in Community Service: A Plan to A.C.T. — UNPROCES SED
The Points of Light Foundation c1992 16p.
*Gain commitment from your CEO and senior management to employee volunteer programs by giving these two publications written especially for them.

Principles of Good Practice for the Field of Volunteerism — 361.37 JACOBSO
Jacobson, Ann c1993 36p.
*A useful set of guidelines for all volunteer programs. This book details general principles for volunteerism with criteria to help the reader apply them in good practice.

Proof Positive: Developing Significant Volunteer Record keeping Systems. — 361.37 ELLIS
Ellis, Susan J. et al c1990 60p.
*The book leads the volunteer program manager through the steps necessary to create the system most appropriate for the agency.

Quality Customer Service — 658.812 MARTIN
Martin, William B. 3rd Edition c1993 89p.
*A workbook designed to improve, learn, and practice the secrets of quality customer service in any organization.

Quickening of America: Rebuilding Our Nation, Remaking Our Lives — 323.042 LAPPE
Lappe, Frances Moore and DuBois, Paul Martin c1994 338p.
*Offers practical advice on how the average individual can get more involved in social change.

Ready to Respond: A Disaster Preparedness Manual for Volunteer Centers — 361.506 READY
Points of Light Foundation c1994
*Offers suggestions and success stories for Volunteer Centers to create the right program for their needs. Advocates advance planning and will give you the bases to respond and the expertise to be flexible.

Ready to Respond: Volunteer Centers Partners in Disaster Response — 361.506 READY
Points of Light Foundation c1994 28p.
*A step-by-step guide for the design and implementation of disaster response plans.

Recruiting, Encouraging, and Evaluating the Chief Staff Officer — 361.7069 OCONNEL
O'Connell, Brian Nonprofit Management Series 6 c1988 17p.
*Provides tools on recruiting, encouraging, and evaluating the Chief Staff Officer.

Recruiting, Training and Motivating Volunteer Workers — 658.3 PELL
Pell, Arthur R. c1972 62p.

Redesigning Curricula: The Project for Public and Community Service — 378.1 REDESIG
Campus Compact: The Project for Public and Community Service c1994 160p.
*This book is meant to serve as a model for schools in the advanced and beginning stages of implementing service learning courses.

Reinventing Fundraising: Realizing the Potential of Women s Philanthropy — 361.70681 SHAW
Shaw, Sondra C. et al. C1995 296p.
*Reveals the reasons why women have not been taken seriously as philanthropists. Identifies model programs focusing on women s giving that have been developedand outlines new programs that organizations can tailor to their own female constituents.

Resource Kit For Managers of Volunteers — 316.37 STALLIN
Stallings, Betty c1992
This kit is designed for anyone who manages and trains volunteers. It is built around the four R's of volunteer management: Ready?, Retain, Recruit, and Resources.

Resource Raising: The Role of Non-Cash Assistance in Corporate Philanthropy — 658.153 PLINIO
Plinio, Alex J., and Scanlan, Joanne B. c1985 56p.
*Teaches how to attract corporate assests, products, services, and personnel to your organization.

Rethinking Tradition: The Project for Public and Community Service — 373.19 RETHINK
Campus Compact: The Project for Public and Community Service c1993 211p.
*This manual describes a process for integrating service with academic study through four main sections: "Beginning," "Strategy," "Pedagogy," and "Institutional Development."

Roles and Relationships of the Chief Volunteer and Chief Staff Officers, Board, and Staff: Who Does What? — 361.7068 OCONNEL
O'Connell, Brian Nonprofit Management Series 5 c1988 31p.
*Delineates and defines roles of involved parties of a volunteer organization.

Role of the Board and Board Members — 361.7068 OCONNEL
O'Connell, Brian Nonprofit Management Series 1 c1988 21p.
*This pamphlet describes the role of the board and board members; more specifically, board members and legal responsibility, accountability, governance, and much more.

Route to Reform: K-8 Service-Learning Curriculum Ideas — 373.19 ROUTE
National Youth Leadership Council Sept. 1994 127p.
*Designed as a year-round idea book for service-learning, not as an exhaustive curriculum.

Route to Reform: Service-Learning and School Improvement — 373.19 ROUTE VIDEO
National Youth Leadership Council [One Videocassette (20 Min.)]
*Accompanying video to Route to Reform: K-8 Service-Learning Curriculum Ideas

Schools and Communities: Creating Places of Learning — 361.37 SHUMER
Shumer, Robert c1994 21p.
*Examines the role of service-learning in action in America's education system.

Secrets of Leadership — 658.4 LYNCH
Lynch, Rick et al c1991 81p.
*Hundreds of ideas to help you develop leadership skills in yourself and others.

Secrets of Motivation: How to Get and Keep Volunteers and Staff — 658.314 VINEYAR
Vineyard, Sue c1991 136p.
*A "get to the point" fun book full of secret to motivate specific folks.

Self-Help Accounting: A Guide for the Volunteer Treasurer — 657.98 DALSIME
Dalsimer, John Paul c1989 104p.
*This book is for volunteer treasurers, typically not accountants by trade, and organizations to understand the processes of the financial management of your organization.

Self-Study Guide for Volunteer Programs — 361.37 JACOBSO
Jacobson, Ann c1990 65 Leaves
*A self-evaluation guide for those in the business of administering volunteer programs. Includes forms and work sheets.

Senior Citizens as Volunteers — 362.63 KNAUFT
Kanuaft, E.B. c1994 24p.
*This pamphlet reports on senior citizen's current and growing involvement in volunteering. The information is based on a review of national surveys, research reports, and case studies.

Service-Learning Reader: Reflections and Perspective on Service — 373.19 SERVICE
Albert, Gail c1994 375p.
*An interdisciplinary anthology for use in classrooms or as a training resource. Topics include roots of service, global awareness, selfhood and society, interaction, reflection, and dialogue.

Service Learning - the Power of Experience — 373.19 MONTANA
Volunteer Action Services, University of Montana (One Videocassette)

Service Matters: A Sourcebook for Community Service in Higher Education — 373.19 CAMPUS
Cha, Stephen c1994 175p.
*Includes trends and statistics on campus service programs, documents the stages involved in program development, lists service resource organizations across the country and over 500 model programs and institutional iniatives.

Six Keys to Recruiting, Orienting, and Involving Nonprofit Bard Members: A Guide to Building Your Board — 658.422 NELSON
Nelson, Judith Grummon [1995}, c1991 63p.
*A comprehensive handbook offers a step-by-step approach to help organizations maintain active growing boards by attracting qualified and committed new members.

Slide Shows on a Shoestring — 778.2 MACDUFF
Macduff, Nancy c1987 54p.
*This book contains information on free sources of assistance, production techniques, development of content and on copyright and legal release issues.

Speaking With Confidence: A Guide for Public Speakers — 808.51 VASSALL
Vassallo, Wanda c1990 176p.
*This book helps speakers gain confidence in themselves, overcome stage fright and deliver a successful speech.

Special Events: Inside & Out — 659.111 SCHMADE
Schmader, Steven Wook c1990 105p.
*A how-to approach to event production, marketing, and sponsorship.

Staff Screening Tool Kit: Keeping The Bad Apples Out of Your Organization — 658.048 PATTERS
Patterson, John; with Tremper, Charles and Rypkema, Pam
*Step-by-step guidance to screen out dangerous individuals who apply for volunteer positions.

Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations — 657.832 STANDAR
National Health Council c1988 144p.
*A tool for fiscal officers of nonprofit organizations in compliance with accepted accounting principles.

Starting and Operating a Business in Montana: a Step by Step Guide — 658.11 JENKINS
Jenkins, Michael D. C1994 (Small Business, Law and Legislation, Montana)

State Liability Laws for Charitable Organizations and Volunteers — 346.7306 STATE L
Nonprofit Risk Management & Insurance Institute of the National Nonprofit Association in cooperation with the American bar Association c1992 48p.

Strategic Management and United Way: A Guideline Series — 361.7068
United Way of America, Strategic Planning Division c1985-c1986 — STRATEG

Street Smart Financial Basics for Nonprofit Managers — 658.15
McLaughlin, Thomas A. c1995 222p. — MCLAUGH

Study of Cause-Related Marketing — 658.048
Sheridan and Zimmerman Associates c1988 60p. — STUD
*This study acknowledges the growth of cause-related marketing(a mutually beneficial relationship between a corporation and a nonprofit organization in which the former pursues marketing and promotional objectives and the latter pursues fundraising and public relations objectives) and provides information to assist you in reaching decisions in this area.

Successful Fundraising: a Complete Handbook for Volunteers and Professionals — 361.763
Flanagan, Joan c1991 302p. — FLANAGA
*Covers every aspect of fundraising from opportunities available to strategies for success to building fundraising teams.

Take the Fear out of Asking for Major Gifts — 361.74
Donovan, James A. c1993 98p. — DONOVAN

TAXI: Taking Anybody Into Expanded Involvement — 361.37
National 4-H Council c1994 (Kit with nine booklets) — TAXI
*A series of six guides for developing volunteer management systems based on the following stages: planning, assessing, expanding, involving volunteers, managing volunteers, and recognizing excellence.

They Changed America — UNPROCES
The Points of Light Foundation c1994 (31/2 min. video) — SED
*This video features images of volunteers at work across the nation that will encourage everyone to join in the effort!

To Lead is to Serve: How to Attract Volunteers and Keep Them — 361.37
McBee, Shar c1994 230p. — MCBEE
*This step-by-step guide covers the process of becoming a leader and includes practical exercises to help the reader apply the information.

Total Quality Customer Service: How to Make it Your Way of Life — 658.812
Temme, Jim C1994 141p. — TEMME
*Explores setting the tone, achieving excellence, coping with difficult people, handling complaints, phone skills, and dealing with stress.

Untapped Resource: Mentally Ill Volunteers — UNPROCES
Weaver, John D. c1992 44p. — SED
*Mental health professionals are looking toward volunteerism to increase socialization and vocational opportunities for their clients.

Volunteer Administration: Portrait of a Profession — 361.37
Association for Volunteer Administration c1992 23p. — VOLUNTE
*This publications provides an introduction to the profession of volunteer administration -- for policy makers, funders, educators, the media, and the leaders of volunteers themselves.

1995 Volunteer Center Directory — 361.37
Points of Light Foundation c1995 67p. — VOLUNT
*Contains a listing of Volunteer Centers, State Offices of Volunteerism, and much more.

Volunteer Centers: Gearing Up for the 1990s — 361.37 ELLIS
Ellis, Susan J. c1989 92p.
*A practical manual outlining the step-by-step process for starting and running a successful Volunteer Center or other volunteer clearinghouse in your community or school.

Volunteer Development Toolbox — 361.37 MACKENZ
Mackenzie, Marilyn et al. c1993 89p.
*Designed for teaching people about volunteer management: full of ready-to-use suggestions for building a strong and effective volunteer force.

Visionary Leadership: Creating a Compelling Sense of Direction for Your Organization — 658.4092 NANUS
Nanus, Burt c1992 237p.
*Visionary Leadership for the Public Sector

Volunteer Handbook: How to Organize and Manage a Successful Organization — 361.37 BATTLE
Battle, Richard V. c1988 195p.
*Topics discussed include planning, training, recruiting and retaining members, building a successful team and obtaining publicity.

Volunteer Management Policies — 361.37068 MCCURLE
McCurley, Steve C1990 12p.
*Contains wording for policies and procedures - firing volunteers, for example, confidentiality, evaluation and others.

Volunteer Recruiting and Retention: A Marketing Approach — 361.37 MACDUFF
Macduff, Nancy L. c1993 251p.
*A volunteer management guide to marketing, needs assessment, planning, developing job descriptions, advertising, training, motivation, supervision, and more.

Volunteer Recruitment Book — 361.37 ELLIS
Ellis, Susan J. c1994 144p.
*This publication provides solutions as well as hints on where to find volunteers, techniques of recruitment, designing work assignments, trends, and much more.

Volunteerism: The Directory of Organizations, Training, Programs and Publications — R 361.8025 VOLUNTE
Ed. Kipps, Harriet Clyde c1991 1164p.

Volunteers: A Valuable Resource Prepared for Policy Makers — PR 40.8:P 93 V88
Shanahan, Thomazine c1982 20p.

Volunteers In Action — 302.14 O CONNEL
O'Connell, Brian and O'Connell, Ann Brown c1989 346p.
*A comprehensive look at hundreds of volunteers and volunteer efforts - provides anecdotes and illustrations for speeches and papers.

Volunteer Youth Training and Leadership (VYTAL) — 361.37 GREATER
VYTAL Manual c1993
*A school-based curriculum to help students acquire an understanding of and commitment to community service.

We Can't Keep Meeting Like This — 367 JUSTIS
Justis, Jane c1990 32p.
*This guide examines preparation, agenda, climate, roles and types of meetings with concrete suggestions for good meeting practices.

What a Difference Preparation Makes: A Guide to the Nonprofit Audit — 657.98 WHAT A
Accountants for the Public Interest c1992 84p. With Glossary
*An in-depth look at a nonprofit audit addressed in clear steps with sample forms for accountant s reports, balance sheets, cash receipt journals and a request for a proposal of audit services.

What a Difference Nonprofit Make: A Guide to Accounting Procedures — 658.8 WHAT A
Accountants for the Public Interest c1990 73p.
This guide clarifies in detail a complex and confusing business issue - accounting procedures. Contents include tax exemption for nonprofit, maintaining professional standards, financial statements, and much more.

What a Difference Understanding Makes: Guides to Nonprofit Management — 657.98 WHAT A
Accountants for the Public Interest c1994 A set of 5 booklets
*[1]Tracking Special Monies - [2]Filing Nonprofit Tax Forms - [3]Making Public Disclosures - [4]Selecting Computer Software - [5]Classifying © 501 Nonprofit

What If-- : A Guide to Ethical Decision Making — 174 JOHNSTO
Johnstone, Ginette and Waymire, Judith V. c1992
*A practical reference manual for defining values, ethics, codes of ethics and policies.

Where the Money Is: a Fund Raiser's Guide to the Rich — 001.44 BERGAN
Bergan, Helen c1992 257p.
*A guide to all facets of why prospect research information is important and how data can be utilized by fund raisers.

Women and Power in the Nonprofit Sector — 331.481 WOMEN
Odendahl, Teresa and O'Neill, Michael c1994
This book examines the roles of women and power in the nonprofit sector.

Writing Grant Proposals That Win — 001.44 HALE
Hale, Phale D. Jr. c1992 147p.
*Step-by-step, how-to book that goes through every phase of writing a grant proposal.

You Can Make a Difference!: Helping Others and Yourself Through Volunteering — 361.37 WILSON
Wilson, Marlene c1990 210p.
*A "blueprint for change" with guidance on choosing volunteer activities best suited to the reader's talents and interests.

Young and Old Serving Together: Meeting Community Needs Through Intergenerational Partnerships — 305.26 YOUNG
Generations United c1994
*This publication looks at programs where traditional intergenerational programs and community service programs overlap. It offers useful and practical information about start-up of intergenerational community service programs.

Youth Service: a Guidebook for Developing and Operating Effective Programs — 361.37 YOUTH
Conrad, Dan et Al. c1987 71p.
*This guidebook provides assistance to persons wishing to begin, expand or promote programs involving young people in community service.

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"How wonderful it is that nobody need wait a single moment before starting to improve the world."
-Anne Frank, Diary of a Young Girl

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